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**From:** Peterson, Todd [Peterson.Todd@epa.gov]  
**Sent:** 4/2/2020 1:24:12 PM  
**To:** Wong, Diana [Wong.Diana-M@epa.gov]  
**CC:** Knott, Steven [Knott.Steven@epa.gov]; Hughes, Hayley [hughes.hayley@epa.gov]  
**Subject:** Example document shell  
**Attachments:** SACC\_TCE shell doc.docx

Hi Diana,

Yesterday, I made progress on updating a 'shell document' for the TCE report (attached). Today, I'll work on some more of the elements like the list of commenters and making sure the table of content links are functional ... fine-tuning of the draft structure.

You may want to tailor this for Asbestos whenever you know you have the final charge questions (that should be obvious if the virtual meeting on April 7 does not indicate any changes need to be made).

At least, as an example, you can see the general format and some things like the table of contents, introduction, and list of abbreviations are in their place. The report number should be checked, but I think it should be 2020-5.

Hope this is helpful!

Best Regards,

**Todd Peterson, PhD**  
Designated Federal Official

US Environmental Protection Agency  
OCSP/OSCP  
Scientific Advisory Panel & Science Advisory Committee on Chemicals  
William Jefferson Clinton East Bldg  
Mail Code M 7201  
1200 Pennsylvania Ave, NW  
Washington, DC 20460

Office: 202-564-6428